COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 10-25, *Emergency Management*; Air Force Instruction (AFI) 10-2501, *Emergency Management (EM) Planning and Operations,* and Air Force Reserve Command supplement to AFI 10-2501; 375th Air Wing 10-2, *Comprehensive Emergency Management Plan*; and the Host Tenant Support Agreement. This instruction specifies the procedures, criteria and controls that govern the 932d Airlift Wing (AW) Emergency Management Program. It defines functions of the units within the 932 AW that support the program. It applies to all personnel assigned to the 932 AW at Scott Air Force Base, IL. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/**. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Attachment 1 contains a glossary of references and supporting information.

SUMMARY OF CHANGES

This instruction is substantially revised and must be completely reviewed. Major changes include revision of the guidance for the management of the Emergency Management Program at the 932 AW on Scott AFB, IL.

1. Wing Emergency Management Office. The Wing Emergency Management Program is managed by the Readiness and Emergency Management Air Reserve Technician (ART) for the 932 AW/Commander. This office provides the wing with the following:

1.1. Staff Assistance Visits (SAV). SAVs will be conducted annually and in accordance with (IAW) guidance provided by AFI 10-2501 to all subordinate units and performed as prescribed by the Emergency Management (EM) Wing SAV Checklist. Each unit will use the same checklist to conduct semi-annual self-inspections as well as quarterly EM reports.

1.2. Training.

1.2.1. All personnel that require Chemical, Biological, Radiological, Nuclear and Explosive Defense Awareness (CBRNE) , AF Counter − Improvised Explosive Device (C-IED) and CBRNE Defense Survival Skills training assigned to the 932 AW will receive training IAW AFI 10-2501. CBRNE Defense Awareness and C-IED are computer based training courses conducted via the Advanced Distributed Learning System (ADLS). CBRNE Survival Skills is conducted by hands-on classroom training. An updated CBRNE Training Status Report will be provided to unit Emergency Management Representatives (EMR) each month.

1.2.2. The CBRNE Defense Awareness and C-IED computer based training (CBT) are to be taken every 24 months. Both are a prerequisite to the CBRNE Defense Survival Skills course.

1.2.3. CBRNE Survival Skills training will only be taken by those individuals who are hard tasked to deploy. NOTE: Aircrew personnel will complete both the CBRNE CBT and Survival Skills training IAW applicable career field guidance.

1.2.4. The CBRNE Defense Task Qualification Training (TQT) program is a unit commander program. Training is conducted while wearing the ground crew ensemble (GCE) and is performed by all mobility assigned personnel as described in AFI 10-2501, para. 6.6.1.13.

1.2.4.1. During exercises, members *MUST* perform CBRNE defense TQT tasks to receive credit. Mere participation in exercises does not qualify for CBRNE TQT.

1.2.4.2. Units will document the tasks performed for record on AF Form 1098, *Special Task Certification and Recurring Training*.

1.2.4.3. The CBRNE TQT program will be reviewed for compliance by the 932d Readiness and Emergency Management Flight during local SAVs.

1.2.4.4. Members perform TQT by accomplishing their duty requirements in a wartime environment while wearing the complete ground crew Individual Protective Equipment (IPE) or aircrew IPE. Individual Career Field Education Training Plans (CFETP) can be used as guidance to identify Air Force Specialty specific skills that are core wartime tasks.

1.2.5. Training for primary and alternate Emergency Management Representatives will be provided IAW guidance in AFI 10-2501.

1.2.6. Status of equipment and training will be provided to all assigned unit commanders annually.

2. Internal EM Program Management.

2.1. Responsibilities. The overall responsibility for the wing EM program rests with the wing commander. The wing commander will ensure:

2.1.1. Capable and experienced unit members are appointed to the SAFB Disaster Control Group (DCG), IAW 375 AW 10-2.

2.1.2. DCG members receive training provided by 375th Civil Engineer Squadron/Civil Engineer Readiness (CES/CEX) and EM.

2.1.3. DCG members establish needed checklists in support of 375 AW.

2.1.4. An attack response exercise (ARE) is conducted annually to include aircraft and associated hazards for all units with a mobility commitment. All other exercise requirements, including Natural Disaster Response Exercises (NDREs), Major Accident Response Exercises (MAREs) and Weapons of Mass Destruction Exercises (WMDEs) may be conducted in conjunction with the 375 AW exercise program.

2.2. Emergency Management ART will ensure:

2.2.1. 932 AWI 10-2501 is reviewed annually.

2.2.2. Equipment is calibrated and maintained as prescribed by applicable technical order requirements.

2.2.3. On-the-job and recurring training is monitored and maintained to ensure appropriate upgrade of readiness personnel as prescribed in CFETP 3E9X1, *Emergency Management*.

2.2.4. Units are aware of the supply requirements of the EM program that affect their unit, such as training supplies and spare mask parts.

2.2.5. Incoming personnel are briefed through the Newcomers Flight on the following areas:

2.2.5.1. Their responsibility to familiarize family members with hazards associated in this geographic area and actions required by family members to protect themselves from those hazards.

2.2.5.2. Emergency Management actions including warning/alert system, attack conditions, shelter locations, and actions required by personnel while away from home when major military conflicts occur.

2.2.6. Materials are provided for unit and wing EM Information Programs.

2.2.7. Guidance and training is provided for Exercise Evaluation Team (EET) members as necessary for Operational Readiness Exercises (ORE), NDREs, WMDEs and AREs.

3. Unit Commander's Responsibilities:

3.1. Appoint a primary and alternate EMR in writing from each unit to manage the unit EM program. One of the appointees must be a full-time employee within the chain of command of the unit commander, for continuity purposes.

3.2. EMR meetings are conducted IAW 10-2501 and requirements of the representatives to maintain the EM programs for their respective units are addressed through the Emergency

Management Work Group as required. An annual schedule of EMR meetings will be published annually and provided to all EM representatives. Ensure EMRs attend the scheduled meetings. EMR training is conducted in conjunction with the meetings or as needed.

3.3. Appoint personnel to tasked specialized teams in writing. Teams that may be assigned to the unit are Emergency Management Support Teams, Shelter Management Teams, Exercise Evaluation Teams, and Contamination Control Teams.

3.4. Ensure that operational and training chemical warfare equipment is funded and on hand.

3.5. Ensure that adequate amounts of training equipment are on hand.

3.6. Ensure an EM training budget is established by reviewing Shelter in Place and TQT needs for the unit.

3.7. Ensure personnel are scheduled and current in required EM Training.

4. Unit EMR:

4.1. Are responsible for managing their unit EM program.

4.2. Coordinate with their units Unit Deployment Manager / Unit scheduler to see who requires CBRNE training and schedule those individuals for CBRNE training through the EM office. Schedule and track all members Quantitative Fit Testing.

4.3. Ensure letters of appointment are current and alternates are briefed on the status of the unit program.

4.4. Conduct a unit EM information program. The Readiness and Emergency Management flight will provide information for this program at EMR meetings and by request.

4.5. Attend EMR training conducted by the Readiness and Emergency Management Flight within three Unit Training Assemblies (UTA) upon assignment to the position. This training can be held during EMR meetings.

4.6. Attend scheduled, as needed EMR meetings presented by the Readiness and Emergency Management office.

4.7. Must have unit continuity books available for training, meetings, and SAVs.

4.8. Perform an EM Self-Inspection during the months of January and July each year. Document the results on a Memo for Record and brief the Squadron Commander as appropriate on the results. Request assistance from the Readiness and Emergency Management Flight to correct deficiencies beyond the unit's ability to correct.

5. EMR Program Guide Book:

5.1. The unit EMR continuity book is a composite of a unit's EM Program. Therefore, each unit will have a unit handbook. It will be identified on the unit file plan. The set up of the program guide is maintained by the Readiness and Emergency Management Flight in the master EM Program Guide. The format is as follows:

5.1.1. Section 1: Table of Contents

5.1.2. Section 2: Appointment letters EMRs

5.1.3. Section 3: Checklists – Self-Inspection, Emergency Operations Center (EOC), Unit Control Center (UCC), Contamination Control Team (CCT)

5.1.4. Section 4: SAV Schedule and Reports

5.1.5. Section 5: Training Stats – CBRNE Defense

5.1.6. Section 6: Mask fit – Quantitative Fit Testing (QNFT)

5.1.7. Section 7: EM Information Program

5.1.8. Section 8: Exercise Evaluation Program

5.1.9. Section 9: Publications, Acronyms and Definitions

6. SAV Procedures.

6.1. A bi-annual SAV schedule will be developed by the 932d Readiness and Emergency Management office and distributed to the EMRs. Changes to the SAV schedule should be coordinated at least one UTA prior to the scheduled SAV.

6.2. The unit commander or a designated representative will be in-briefed, if requested. The unit EMR or alternate will be present for the SAV.

6.3. The SAV will consist of a review of the EM SAV checklist items.

6.4. Units will respond to SAV reports, with corrections and suspense dates if required, in writing to the EM office within two UTAs after the report date.

6.5. The Readiness and Emergency Management office will analyze SAV reports for trends and any needed corrective actions. The results of the overall trend analysis will be reported to the wing commander and staff at his or her discretion, in the annual commander's report.

7. Specialized Teams. 375 CES/CEX will provide DCG and EET training to assigned personnel as addressed in the Host-Tenant Agreement. Specialized Team refresher training will be conducted IAW established guidance.

7.1. The 932 AW has the following specialized teams:

7.1.1. Exercise Evaluation Team (EET)

7.2. EET: Duties include conducting and evaluating exercises that involve the 932 AW, obtaining EET member training, and attending scheduled EET meetings and exercises. The 932d AW EET is structured to evaluate mobility commitment exercises.

7.3. Training is documented on AF Form 1098. The 932d Readiness and Emergency Management office will maintain training records and appointment letters. EMRs will also maintain copies of their unit's specialized teams training documentation and appointment letters.

8. Exercise and Evaluation.

8.1. Objectives: To provide realistic, large-scale training, and to determine the wing's capability to respond, operate and recover in challenging or adverse wartime conditions. All Air Force Reserve Command (AFRC) units will conduct an enemy attack exercise based upon their mobility commitments. An ARE is to be conducted no later than (NLT) 15 months from the previous exercise.

8.2. EET Members:

8.2.1. The EET chief for the 932 AW is appointed by the 932 AW Commander IAW guidance in AFI 10-2501.

8.2.2. The EET members will be appointed by each unit commander in writing, as requested by the team chief. Team members should have expertise in the functional area in which they will evaluate.

8.2.3. A list of EET appointments will be provided from the respective units to the 932d Readiness and Emergency Management office.

8.3. EET Chief Responsibilities.

8.3.1. Establish exercise objectives.

8.3.2. Ensure exercise inputs have been developed for all functional areas to be evaluated.

8.3.3. Ensure evaluation checklists are developed and maintained for areas to be evaluated.

8.3.4. Ensure evaluation checklists are reviewed by the affected functional area and the 932d Readiness and Emergency Management office.

8.3.5. Develop exercise scenarios.

8.3.6. Conduct exercises as planned.

8.3.7. Debrief EET members.

8.3.8. Write exercise reports (unless the wing commander directs otherwise) and submit copies to the Wing Plans and 932 Readiness and Emergency Management offices.

8.3.9. Brief the wing staff at the Emergency Management Working Group (EMWG) meetings, UTA staff meetings, and discuss problem areas and solutions within an acceptable time frame.

8.3.10. Ensure coordination is accomplished as directed by the commander between host base EET and the 932 AW EET for maximum participation in local and base exercises.

9. EM Office EET Responsibilities.

9.1. Follows EET guidance in AFI 10-2501 and associated AFRC supplements.

9.2. Provide technical expertise to the EET Chief in preparing and conducting realistic exercise scenarios.

10. Objectives: To provide realistic, large-scale training, and to determine the wing's capability to respond, operate and recover in challenging or adverse conditions. Exercises are coordinated with and evaluated by higher headquarters.

11. Host Base Tasking: The 932d AW Emergency Management Program functions under the guidance outlined in 375 AW 10-2 and the Host Tenant Support Agreement.

WILLIAM H. EDWARDS JR., Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

375 AW 10-2, *Comprehensive Emergency Management Plan,* 16 March 2008

AFI 10-2501, *Emergency Management Planning and Operations*, 24 January 2007

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 10-25, *Emergency Management*, 26 September 2007

CFETP 3E9X1, *Emergency Management*, 28 December 2009

Adopted Forms

AF Form 1098, *Special Task Certification and Recurring Training*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADLS—Advanced Distributed Learning System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ARE—Attack Response Exercise

ART—Air Reserve Technician

AW—Airlift Wing

CBRNE—Chemical Biological Radiological Nuclear Explosive

CBT—Computer Based Training

CCT—Contamination Control Team

CFETP—Career Field Education and Training Plan

C-IED—Counter Improvised Explosive Device

DCG—Disaster Control Group

EET—Exercise Evaluation Team

EM—Emergency Management

EMR—Emergency Management Representative

EMWG—Emergency Management Working Group

EOC—Emergency Operations Center

GCE—Ground Crew Ensemble

IAW—In Accordance With

IPE—Individual Protective Equipment

MARE—Major Accident Response exercise

NDRE—Natural Disaster Response Exercise

NLT—No Later Than

OPR—Office Primary Responsibility

ORE—Operational Readiness Exercise

QNFT—Quantitative Fit Testing

RDS—Records Disposition Schedule

SAFB—Scott Air Force Base

SAV—Staff Assistance Visit

TQT—Task Qualification Training

UCC—Unit Control Center

UTA—Unit Training Assembly

WMDE—Weapons Mass Destruction Exercise

Terms

Air Force Emergency Management (EM) Program—The single, integrated Air Force program to coordinate and organize efforts to prepare for, prevent, respond to, recover from, and mitigate the direct and indirect consequences of an emergency or attack.

Attack Response Exercise—An exercise that simulates being attacked in a deployed environment. The attack can be conventional or CBRNE.

CBRNE—Operations or incidents involving chemical, biological, radiological, nuclear, and high-yield explosives, either individually or in combination. "CBRNE" is used anytime that reference is not being made to WMD operations or incidents.

Contamination Control Team (CCT)—A specialized team that is trained to handle events related to an Hazardous Material Incident.

Counter—**Improvised Explosive Device (C-IED)**—An explosive device that is designed to be easily concealed as to cause bodily harm or death to a group or individual.

Exercise Evaluation Team (EET)—A Team of functional experts that evaluate their respective unit's ability to perform their functions. These evaluations can take place during base exercises and inspections.

Emergency Management Representative (EMR)—A representative to their respective unit on all issues dealing with the EM program.

932AWI10-2501 16 AUGUST 2011
10

Emergency Management Working Group (EMWG)—The EMWG is setup to discuss all issues related to EM. The group will discuss issues such as future exercises and funding.

Emergency Operations Center (EOC)—For the purposes of AFIMS, the EOC is the C2 support elements that directs, monitors, and supports the installation's actions before, during, and after an incident. The EOC is activated and recalled as necessary by the Installation Commander.

Individual Protective Equipment (IPE)—In nuclear, biological, and chemical warfare, the personal clothing and equipment required to protect an individual from biological and chemical hazards and some nuclear effects.

Major Accident Response exercise (MARE)—This type of exercise simulates response to a major accident such as a plane crash or multiple vehicle accident.

Natural Disaster Response Exercise (NDRE)—An exercise responding to the effects of a natural disaster such as a tornado, earthquake, flood or snowstorm.